



LODI PUBLIC LIBRARY BOARD OF TRUSTEES

Lodi Public Library
201 West Locust Street, Lodi, CA. 95240

MINUTES

Date: May 9, 2022

Time:

Closed Session 4:00 pm

Regular meeting 5:30 pm

For information regarding this Agenda please contact:

Akilah Manuel Mills

Library Director

Telephone: (209) 333-5540

Notice Regarding Public Comments

Public Comment may be submitted in the following ways:

- In-person – The Lodi Public Library is open to the public in accordance with CDPH and CalOSHA guidelines.
- Email amanuelmills@lodi.gov
 - Received no later than two hours prior to the meeting
- Mail – Lodi Public Library 201 W. Locust Street Lodi, CA. 95240
- Hand delivered to: Lodi Public Library 201 W. Locust Street, Lodi, CA. 95240
 - Received no later than two hours prior to the meeting

A. CALL TO ORDER/ROLL CALL

B. INTRODUCTIONS

C. **Announcement of Closed Session** - Performance Evaluation of Library Board of Trustees Appointee - Library Director, pursuant to Government Code section 54957(b).

No reportable action, discussion only.

NOTE: THE FOLLOWING ITEMS WILL COMMENCE NO SOONER THAN 5:30 P.M.

D. APPROVAL OF MINUTES

Trustee Kooger motioned, Trustee Seim second. Motion carries.

E. **COMMENTS BY THE PUBLIC, LIBRARY BOARD, AND STAFF (NON-AGENDA ITEMS)**

If you wish to address the Library Board, please refer to the Notice at the beginning of this agenda. Individuals are limited to one appearance during this section of the Agenda. (The time allowed per person per non-agenda item for comments made by the public is limited to five minutes.)

Trustee Seim request an item be placed on the June 13, 2022 meeting agenda. Disposal of library property materials collection for discussion.

F. REPORTS

F-1 Behavior Policy

Trustee Casey provided the following information regarding the Behavior Policy: The Behavior Policy has been in effect since 2012 for a specific purpose. Any changes regarding said policy have to go before the library board. The board is not expecting any change in the policy for right now. A lot of care went into the outlining the policy baseline. The policy is in black and white so library staff so staff know what to do if management is not present. Reasonable deference to the staff members' judgement for enforcement. The board needs to handle as a board.

Trustee Kooger stated the goal of the Behavior Policy is providing a safe and welcoming environment for patrons and staff for us of library services.

Director Manuel Mills commented beginning this month she and the managers will begin going through all policies.

Jeremiah Miller, Union Representative/Business Agent for AFSCME representing employees with the City of Lodi commented that after hearing the comments and direction by the board he offered no further public comment at this time, except to say he was pleased to hear the board agree regarding the Behavior Policy.

F-2 Library Director Report

Building & Technology

- Civic Plus website migration will take place at the end of May. The new site will be less linear, aesthetically appealing and have easier wayfinding for the end user.

Staff & Volunteers

- Administrative Library Clerk started April 25th.
- Recruiting still in progress for PT Librarian's Associate (1) and Library Aide (2)
- Recruiting still in progress for Library Assistant FT

Continuing Education & Meetings

- Staff were trained and certified in Mental Health First Aid
- Staff presented at first Parent/Teacher and Neighborhood Meeting in Heritage District

Collections & Materials

CATEGORY	FEBRUARY	MARCH	APRIL
J NON-FIC	129	114	73
J FIC	204	262	132
AUDIO CD	12	7	20
TEEN NON-FIC	22	40	25
TEEN FIC	14	86	20
DVD	18	7	20
ADULT NON FIC	94	112	160
ADULT FIC	105	90	122
TEEN GRAPHIC NOVEL	10	0	1
BIO	46	76	6
LP	20	23	26
Adult Graphic Novel Fic		0	4
Adult Graphic Novel Nonfic		0	0

Finance- No Updates

Programming & Outreach

Outreach: Salvation Army, Dia de Los Ninos for LatinX community, County Science Fair

Programs:

Program	Number for sessions	Staff/volunteers	Total Attendance
Homework Help	8	1/2	23
Story time	4	1/0	116
Computer Learning Center	18	0/5	53

Digital Services

CATEGORY	FEBRUARY	MARCH	APRIL
EBSCO USAGE			
COURSERA	2	3	2
NORTHSTAR	0	0	0
LinkedIn Learning	0	1	2
A-Z WORLD			
BRITANNICA ESCOLAR	12	7	8
CULTURE GRAMS	1	0	0
DMV	13	12	22
E-LIBRARY	0	0	0
GALE ARCHIVES UNBOUND			
GETSETUP	TBA	0	TBA
JOBS NOW/VETS NOW	4	127	33
LIB CENTRAL			
PQRC	2	1	3

Circulation

FEBRUARY	MARCH	APRIL
2279	3118	2829

Reference

FEBRUARY	MARCH	APRIL
213 (2 Covid related)	271	250 (4 Parks Pass)

Youth Services

- No Updates to report

Trustee Campbell asked about the status of the strategic plan. Director Manuel Mills commented the community conversations held were poorly attended and she moved to mailers in the electric bill. Trustee Campbell said this is taking longer than expected. Trustee Kooger said the board is happy to be part of the process, Director Manuel Mills said the board will be part of the process before the goals and objectives.

F-3 Private Sector (Trustees') Investments Report

Trustee Seim confirmed no withdrawals from Phillips unless the board agrees, Trustee Casey said Phillips has the ability to move funds as needed for the largest yield and Phillips has done well over the years in managing this fund on behalf of the Trustees.

Trustee Chow commented with two months left in this fiscal year will the purchase of books be completed? Director Manuel Mills said the librarian knows what the budget is and he knows how to do the budget for that line item.

Trustee Kooger shared that a lot of other city departments give back their unused budget and the library is fortunate to have a balance fund in which unexpended library budget dollars go into annually. It is requested that the current balance fund be provided in the June board packet.

F-4 Lodi Public Library Foundation Report – Nancy Potts

Kathryn Siddle, Friends president, shared the Bubbles, Brews and Books event went well. Trustee Seim commented their event was successful on every level Director Manuel Mills provided the event took in \$10,000 and net was \$7,000.

F-5 Friends of the Lodi Public Library Report – Kathryn Siddle

Kathryn Siddle, Friends president was pleased they provided over 200 giveaway books during the Dia de los Ninos events the library hosted on April 30. The Friends also participated in the Walk for the Health of it event hosted by Adventist Health where they shared library information. The bookstore generated \$1000 from used book sales. Books typically range in price of .50 to \$1 each.

F-6 Bookshelf proposal – Trustee Brian Campbell

Trustee Campbell submitted a request the green book case be taken apart/separated to allow for clearer site lines in addition to being difficult to maneuver around. This piece may be separated into 4 to 6 shelving units. Director Manuel Mills stated that area is cluttered. Trustee Campbell would like an update to the ability to move the book shelf by August. City Manager Steve Schwabauer said he will send Public Works Director Charlie Swimley an email to ask if his staff can see if this is separation possible. Director Manuel Mills will also reach out the Foundation to confirm if the item was purchased by a donor.

Trustee Kooger motioned, Trustee Seim second. Motion carries.

G. ADJOURNMENT

Pursuant to Section 54954.2(a) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day.

Yvette Herrera
Literacy & Programs Manager

****Notice:** Pursuant to Government Code §54954.3(a), public comments may be directed to the legislative body concerning any item contained on the agenda for this meeting before (in the cast of Closed Session items) or during consideration of the item.

All staff reports or other written documentation relating to each item of business referred to on the agenda are on file in the Office of the Lodi Public Library, located at 201 W. Locust Street, Lodi, and are available for public inspection. Agendas and staff reports are also posted on the City's website at www.lodi.gov. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation contact the City Clerk's Office as soon as possible and at least 72 hours prior to the meeting date. Language interpreter requests must be received at least 72 hours in advance of the meeting to help ensure availability. Contact Yvette Herrera at (209) 333-5554. Solicitudes de interpretación de idiomas deben ser recibidas por lo menos con 72 horas de anticipación a la reunión para ayudar a asegurar la disponibilidad. Llame a Yvette Herrera (209) 333-5554.

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